



SouthlanddistrictLicensing**agency**
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR MANAGER'S CERTIFICATE

Section 118 Sale of Liquor Act 1989

General Information

How long does the application process take?

The Police have 15 working days to report. Note the Sale of Liquor Act defines the period between 20 December and 15 January as non-working days.

If the application is opposed by the Inspector or Police, the application is determined before the Licensing Authority. The Authority usually sits in Invercargill two to four times a year.

The Inspector has no statutory limit on time to report. Typically if the application is complete, the Inspector will report soon after the Police. If the application is incomplete, the Inspector will place the application on hold until all the supporting documentation has been submitted.

I have criminal convictions; can I still apply for a Manager's Certificate?

Criminal convictions do not necessarily exclude a person from being granted a Manager's Certificate. The Agency recommends that you discuss this with the Invercargill Police Liquor Licensing Squad (phone 03 211 0400) before making your application.

How much experience managing a licensed premises do I need before I can get a Manager's Certificate?

The enforcement agencies may require applicants intending to manage a higher risk premises to first have several months experience before granting a Manager's Certificate. Please contact the Invercargill Police Liquor Licensing Squad (phone 03 211 0400) for guidance.

If I decide to withdraw my application, can I get a refund of my application fee?

The application fee is not refundable.

Which Council do I apply to?

You apply to the Council that licenses the premises that you intend to manage, or in any other case, to the Council that rates the property where you are residing.

What is a LCQ?

The LCQ or Licence Controller Qualification is a qualification that must be held when applying for a new or the renewal of a General Manager's Certificate. This is a one-off certificate that does not need to be obtained again. Club managers do not need this qualification. This is a qualification developed by the hospitality industry to standardise the skills of managers.

How do I get a LCQ?

The LCQ is issued by the Hospitality Standards Institute (HSI). All the information you need on the LCQ can be found on the HSI website, such as the application form, and list of training providers.

New managers have to do an approved course, and upon completion make application to the HSI for the LCQ. Former holders of a General Manager's Certificate may qualify for the LCQ if it can be proven that unit standards 4646 and 16705 are held.

HSI contacts:

www.hsi.co.nz
0800 ASK 4 HSI (0800 275 4474)

I haven't got my LCQ, can I still apply?

Yes you can apply - your application will be placed on hold until the Agency receives a copy of the LCQ. The LCQ will need to be submitted within a reasonable time.

Am I old enough to apply for a Manager's Certificate?

As a guide the minimum age for applying is 18 years, but each application is determined on a case by case basis.

I am learning English as a second language, can I still hold a Manager's Certificate?

If you are not able to communicate in English clearly then the reporting agencies may oppose your application.



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Checklist

Please use the appropriate checklist below before submitting your application.

General Managers	Club Managers
<p>The following must be included with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One written testimonial, commenting on your reputation and character. This can be combined with the letter of evidence of experience letter required in the check box below. <input type="checkbox"/> Evidence in writing of experience managing a licensed premises. <input type="checkbox"/> (If applicable) Evidence of training courses. <input type="checkbox"/> Your LCQ certificate. <input type="checkbox"/> The fee of \$134.93. 	<p>The following must be included with your application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> One written testimonial, commenting on your reputation and character. This can be combined with the letter of evidence of experience letter required in the check box below. <input type="checkbox"/> A letter from a committee member of the club outlining your involvement in the club. This can be combined with the letter of evidence of experience letter required in the check box below. <input type="checkbox"/> Evidence in writing of experience managing a licensed premises. <input type="checkbox"/> (If applicable) Evidence of training courses. <input type="checkbox"/> Your Manager's Course Certificate. You can do any course run by a training provider listed in the HSI website (see <i>How do I get a LCQ?</i> on the General Information page) or the course run by SCANZ, phone 0800 655 889. <input type="checkbox"/> The fee of \$134.93.

This page may be detached for your records



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Application for a Manager's Certificate is made in accordance with the details set out below:

Please PRINT Clearly

1. TYPE OF CERTIFICATE (Tick one)

General Manager's Club Manager's

2. DETAILS OF APPLICANT

Mr Mrs Miss Ms (tick one)

(a) Last Name

First Names

Place and Date of Birth

 / /

Street Address

Occupation

(b) Postal address for the service of documents

(c) Daytime contact name and telephone number:

Name

Telephone No.

(d) Has the applicant been convicted of any offence: (Tick one)

Yes No

If Yes, what are the details of each offence?

Nature of offence

Date of conviction

Penalty suffered

*If you have been convicted of more than three offences, please attach details on a separate sheet.
It is vital that the information is accurate. Any failure to disclose may result in the Police objecting.*

(e) Has the applicant had any experience in managing licensed premises? (Tick one)

Yes No

If yes, what are the details and dates of that experience?

If yes, then the application must be accompanied with details of the experience, such as a letter from your employer outlining your experience.

If you have previously held a Manager's Certificate, state this.

(f) Has the applicant had any relevant training? (Tick one)

Yes No

If yes, what are the details and dates of that training?

This refers to any in-house training courses or other business courses that you have completed. If yes, then proof of the training must be provided.

(g) **(General Managers only)** Does the applicant hold the Licence Controller Qualification?
(Tick one) Yes No
If yes, what date was that qualification obtained? / /

(h) **(Club Managers only)** What is the extent of the applicant's involvement in the management and activities of the club?

(i) Does the applicant intend at this time to be the manager of any particular licensed premises? (Tick one) Yes No
If yes, what is the name and address of the licensed premises?
Name
Address

(j) **Details of two referees**

Name	<input type="text"/>	Name	<input type="text"/>
Street Address	<input type="text"/>	Street Address	<input type="text"/>
Telephone No.	<input type="text"/>	Telephone No.	<input type="text"/>

One of the referees should be your current employer and the other from someone who knows you well. If you are self-employed, one referee should be the licensee and the other your accountant or a major supplier.

Applicant's signature / /
Date

NEXT STEP
Send this form with the supporting documentation and fee (see the checklist after the General Information page) to the Secretary, Southland District Licensing Agency, PO Box 903, Invercargill 9840, or hand in to your local office of Southland District Council

For Office Use Only:

Officer in Charge of Liquor Licensing
New Zealand Police

Memo Licensing Inspector

Section 119 - Sale of Liquor Act 1989

Please report in respect of the above application.

Date:



Bruce Halligan
for SECRETARY

No objection to the issue of
the Manager's Certificate.

Pursuant to the provisions of Section 119(2) of
the Sale of Liquor Act 1989, I have inquired
into this application and have no objection to
the issue of the Manager's Certificate.

New Zealand Police

Date:

Licensing Inspector

Date: